

## **IT Acquisition Guidance**

**This Guidance is supplemental to AR 25-1 para 3-7 for the Information Systems Planning and Programming System (ISPPS) procedures. Users of this document must also adhere to the guidance found therein.**

### **3-7(d) Army in Europe IT Acquisition Policy**

#### **1. Approval Authority**

a. Commanders of USAREUR commands and ASGs are authorized to execute their IT programs within the authority delegated by the CG, USREUR/7A. Only authorized approval authorities may approve IT hardware, software and services.

b. Unless specifically exempted, IMAR approvals for IT equipment acquisition are valid for 3 years, after which the IMAR must be resubmitted to the approving authority for reevaluation.

#### **2. AR 25-1 Compliance**

a. IT equipment will be acquired based on its compliance to AR 25-1 according to this supplement and the USAREUR Information Technology Strategic Plan. Only in extremely justified cases may IT equipment be obtained when it is outside the AR 25-1 or USAREUR supplement. The office of the USAREUR CIO/G6 will review and determine the validity of IT equipment requests outside the AR 25-1.

#### **3. Operational Environment**

a. IT equipment acquisition initiatives will be reviewed, processed, and considered for approval based on the operational environment (strategic, sustaining base, tactical). IT equipment intended for deployment in the Army in Europe will be acquired for use in other-than-peacetime as well as peacetime conditions. This policy applies to strategic, sustaining-base, and tactical IT equipment. Sustaining-base IT equipment may be used to back up tactical equipment in other-than-peacetime conditions.

#### **4. Fund Availability**

a. Approval of an IMAR does not guarantee that funds will be identified or obligated to pay for information initiatives. The requesting organization will ensure funds are available. Orders that exceed the \$25,000.00 limit, requires validation of IT Equipment funds (i.e., Corp Acquisition Review Board (CARB), Joint Acquisition Review Board (JARB) or Management Decision Package (MDEP) approval codes) by Department of the Army and this approval has to be submitted along with order documents to the agency that will be processing the order (i.e., SCIA or the Regional Contracting Office).

b. If the items to be acquired constitute a system, if a single item costs more than \$250,000, or if the items are part of a system or project that is centrally managed by a program or project manager, the items will be procured with investment (Other

Procurement, Army (OPA)) funds rather than expense (Operations and Maintenance, Army (OMA)) funds. To ensure that IT hardware, software, and services are acquired under the appropriate fund category, the initiator of an IMAR should contact local resource management offices before allocating funds. The current OPA threshold is \$250,000.

(1) The “total system” concept must be considered in evaluating the procurement of an end item. A system exists if a number of components are designed primarily to function within the context of a whole and will be interconnected to meet an approved Army in Europe requirement. The documented requirement will not be fragmented or acquired in parts (splitting) to avoid the system concept.

(2) Systems or end items not designated for centralized item management, asset control, or a centrally managed system will be acquired based on the unit or end-item cost of the complete system rather than on the component parts of the system. The total system cost (including all component parts) is treated as a single end item, and the total dollar cost for the end item (total system) will be applied against the dollar threshold to determine the appropriate fund source.

(3) The total system concept normally excludes non-program costs, such as training, annual maintenance fees, and annual software-license fees, application software development, and modification costs. These costs are not subject to OMA or OPA thresholds unless they are part of the contract for the system and are not separately priced.

(4) If an IMAR includes investment items and the contract includes expense items (such as off-the-shelf software or peripheral devices), the entire acquisition may be made with OPA funds. If the expense items are acquired separately, expense (OMA) funds will be used only when the acquisition is under the OPA threshold.

(5) The main source for obtaining incremental (above the funded level) OMA funds is the program-objective memorandum. Other resource programs or methods may be available, such as transferring funds from other approved projects (reprogramming).

## **5. Consumable Items**

a. Users of IT-equipment resources are responsible for appropriately replacing consumable supplies. Users may request incidental items of consumable equipment and supplies from their servicing Property Book Officer (PBO) without first obtaining IMO approval.

## **6. Record Systems**

a. Before implementing any new record system, requesters will comply with AR 340-21 concerning privacy system notices. Proposed system notices will be forwarded through the respective command information manager to the USAREUR G6 (AEAIM-D).

## **7. Tactical Automation**

a. The United States Army Training and Doctrine Command has responsibility throughout the Army for identifying, developing, and fielding IT systems in the tactical environment. Unit commanders will submit the documents needed to ensure that tactical equipment is properly requested and shown in an Operational Need Statement (ONS, AR 71-9).

(1) Because of the time it takes to deploy tactical systems to MTOE and mobilization TDA (MOB TDA) units, the commanders may meet their needs by obtaining microcomputers temporarily (until tactical systems are deployed). The documentation in (a) above must be submitted before MTOE or MOB TDA approval will be given to obtain personal computers (PCs) temporarily.

(2) The equipment to be used for exercises generally is not tactical equipment; it is considered sustaining-base equipment. Equipment to be acquired for exercise deployment will therefore be acquired as office automation equipment (AE) under the provisions of the basic AR with USAREUR approval.

(3) Microcomputers, which are normally sustaining-base assets, should not be used as a permanent substitute for designated tactical computers. The acquisition of interim systems will be evaluated based on the planned issue and use of tactical systems. The requesting unit will provide economic and operational justification to the approval authority indicating why it cannot wait for the tactical equipment to be fielded.

(4) After receiving permanent tactical IT systems, interim sustaining-base equipment procured under this policy will be turned-in to the SCIA by the unit for redistribution within the Army in Europe to meet other approved requirements.

## **8. C4 Support to U.S. Military Personnel Serving in NATO Billets**

a. CJCSI 6215.01B and CJCSI 6740.01 allow for C4 support (including Defense Information System Network (DISN) and DSN services) to be provided to U.S. military personnel assigned to U.S. billets in international organizations (for example, NATO units) provided that the proper authorization for the support has been obtained.

b. Requests for C4 service require Joint Staff or higher approval. U.S. military personnel who need C4 service will submit requests for support to USEUCOM (ECJ6-S), Unit 30400, Box 1000, APO AE 09128-1000. On receipt of validation and approval from USEUCOM, the requester will coordinate the request with their Supporting Signal Battalion (SSB).

(1) The SSB will determine whether or not it has the capabilities and resources to provide the requested service and will support the request when it can. If unable to provide the service, the SSB will send the request through technical channels to the USAREUR CIO/G6 (AEAIM-P). The Office of the USAREUR CIO/G6 will coordinate as required to provide the requested service.

(a) If a service involves incremental OMA costs, the Office of the USAREUR CIO/G6 will coordinate with the Office of the USAREUR G8 to determine the availability of OMA BA 44 (Support of Other Nations) funds to support the service.

### **3-7e. USAREUR INFORMATION SYSTEMS PLANNING AND PROGRAMMING SYSTEM**

1. In the Army in Europe, most IT equipment is requested through the ISPPS. The ISPPS is a baseline of authorizations (similar to a common table of allowances (CTA)) for sustaining-base IT equipment.

a. The data base enables users to view authorization levels for many different IT equipment configurations (for example; desktops, laptops, servers, cell phones).

b. It allows Commanders, Functional Proponents, SSBs, contracting officials, and the CIO/G6 to access the database at each level of responsibility to determine the status of IT equipment at the planning and programming, administrative approval, or acquisition stages of the IT equipment life cycle.

c. The primary function of the ISPPS is to set and maintain IT equipment authorization levels. Other functions of the system are built around these authorization levels.

(1) Army in Europe activities must have an established unit identification code (UIC). This profile must include specific criteria, including the identification of who will be responsible for maintaining records associated with this UIC, what type of functions and processes will be performed at this unit, and what types of IT equipment will be required to fulfill mission requirements. Unit profiles must include at least one function, one process, and one IT equipment configuration.

(2) Most UICs in the Army in Europe have been entered into the ISPPS to include associated functions, processes, and configurations. If a unit, function, or process needs to be added to the ISPPS, it must be added at the CIO/G6 level.

(a) Information Management Officers (IMO) and Information Assurance Officers (IAO) in most Army in Europe organizations will have read-only access to records within their Area Of Responsibility (AOR). A few individuals, at the discretion of their commander, have the authority to make limited changes to their ISPPS records. The CIO/G6, SUBCOM G6, SSBs, the United States Army Contracting Command-Europe; and the Small Computer Issue Activity (SCIA) are authorized to make changes to ISPPS records.

(b) The Office of the USAREUR G1 and IMA-E MWR use the ISPPS to track their non-appropriated fund (NAF) authorizations. When NAF resources are used to acquire IT hardware, software, or services to support a NAF activity, approval will be made by and through the NAF chain of command. Although this approval is outside normal IT channels, it will not interfere with other requirements (for example, the IT

planning process, coordination with the supporting SSB, compliance with USAREUR Information Assurance (UIA).

### **3-7f. ARMY IN EUROPE IMAR PROCESS**

1. An IMAR is a document requesting authority to implement all or part of an approved information initiative shown in the ISPPS data base up to the authorization level for the specific IT equipment configuration.

a. IMARs will be individually prepared so that their approval or disapproval may be addressed separately. A single IMAR number may apply to more than one functional area and to multiple configurations.

b. If an IMAR exceeds ISPPS authorization levels, the user must provide justification in the IMAR to raise the authorization level. To ensure that security considerations, especially accreditation, are adequately addressed, the initiator or IMO must complete coordination with the IAO at the level of origin before the IMAR is approved.

c. After an IMAR is approved the requester has 36 months in which to execute the procurement. If the IMAR has not been executed in 36 months, it will be removed from the ISPPS. The SSB and CIO/G6 must ensure that authorization levels in the ISPPS are kept current.

d. The requesting unit will keep the approved IMAR and supporting documentation for the life of the IT hardware, software, or services for inspections and audits. This documentation will be destroyed 1 year after the disposal of the hardware or software or termination of the service (AR 25-400-2, app B).

e. Procedures for requesting and acquiring IT equipment under ISPPS are as follows:

(1) The requesting organization/unit IMO may access the ISPPS to determine what authorization levels for IT equipment configurations have been granted for the organization.

(2) If an activity has an IT equipment shortfall, the activity may acquire all or part of that shortfall (assuming funds are available). Activities that acquire all or part of a shortfall will contact their supporting SSB and submit an IMAR that states this intent.

(3) The approving authority (para 3-7d(1)) will ensure the following:

(a) Review the IMAR to ensure it agrees with the information in the ISPPS.

(b) Approve the IMAR if the requirement is within the authorization levels for that equipment configuration.

(4) Initiators of IMARs will ensure the following:

(a) Coordinate with the IMO, and SSB when planning and implementing a Life Cycle Management strategy to upgrade or acquire IT equipment.

(b) Develop requests for IT equipment purchase documents and submit them by e-mail to the approval authority.

(c) To obtain a fund cite, send the SCIA Customer Order Document or a DA Form 3953, a copy of the approved IMAR, and supporting documentation to the office which will fund the acquisition.

(d) Acquire approved hardware or software (excluding MS) from standard Army Contracts and/or Blanket Purchase Agreements (BPA's) through the SCIA. All software (no matter what type) that is required must be on a DOD/Army Enterprise Software Initiative or Agreement (ESI/ESA). If not currently available on any existing ESI/ESA, then a Software Waiver must be requested and obtained from the Army Small Computer Program (ASCP). The waiver must be submitted with the order package. The link to the ASCP to request a Software waiver is:

**[https://ascp.monmouth.army.mil/scp/waiver/wv\\_index.jsp](https://ascp.monmouth.army.mil/scp/waiver/wv_index.jsp)**

(e) After the IT equipment is acquired, send by e-mail the information needed to update the on-hand quantity in the ISPPS database. This information also will be provided to the approval authority. Acknowledge the receipt of the IT equipment to the servicing PBO and ensure a copy is sent to the organization IMO.

(f) Ensure IT systems being acquired are covered by anti-virus site licenses, and software installed.

(g) Coordinate requests for IT support with the IMO and the SSB.

(h) Comply with security requirements when planning and preparing for the IT equipment acquisition. System accreditation (AR 25-2) will be completed before a system becomes operational.

(i) Initiate actions to document TDA equipment changes with the appropriate office when the IT equipment is approved.

f. After fund identification and approval, the IMAR will be sent to the supporting SSB for the following:

(1) Review for technical feasibility and the availability of alternatives. More economical or efficient solutions will be documented and identified to the appropriate IMO for consideration and possible modification of the IMAR. When possible, this coordination should be completed with the SSB before the IMAR is submitted.

(2) Review the estimate of required funds for accuracy. The SSB will document

any funding variation and identify the variation to the appropriate IMO. The IMO will revise the associated funding document and resubmit the IMAR to the SSB.

(3) Necessary corrective action and SSB certification for acquisition, implementation, or system development. The SSB will forward IMARs and ensure:

(a) Requesting acquisition to the initiating IMO for submission to the supporting PBO. The SSB will forward IMARs for Visual Information items directly to the CIO/G6 VI officer. The SSB and VI officer will ensure internal, integral components not subject to property-book accountability are identified.

(b) Requiring system development or implementation to the IMO with instructions on what action the assigned responsible agency must take.

### 3-7g. ARMY IN EUROPE IT ACQUISITION TABLE OF CONTENTS

a. Table 1 lists IT items that require an approved IMAR for acquisition. The notes provide a summary of the approval and acquisition organization. Requirements for IT items will not be divided to avoid approval requirements or purchase limits.

b. Authorized individuals may use the Government purchase card (GPC), subject to GPC program controls, to purchase IT items not identified for a specific procurement source in this supplement with a dollar value less than \$2,500 with the exceptions of end items identified in Table 1 below.

<b>Table 1 IT Items Requiring an IMAR for Acquisition</b>	
Cell-phones/service activation/SIM cards (note 1)	Network equipment , LWN(U), LWN(S), (including wireless) (notes 1, 2 and 3)
CD/DVD compact disk producers and duplicators (external) (notes 1 and 2)	Network installation (notes 1 and 3)
CD and stacked CD-ROM units (note 1) (note 2)	Networking bridge or router (notes 1, 2 and 3)
Desktop PC (note 2)	Networking concentrator or switch (hub) (notes 1, 2 and 3)
Laptop and Notebook (including Tablet) (note 2)	Networking firewall (notes 1 and 3) (AR 25-2 mandates that Information Assurance Tools must be procured through the Communications Security Logistics Activity (CSLA). Telephone number for POC at CSLA: (520) 538-8259 or DSN 879-8259.
Computer, mainframe (including disk and tape drives, other peripherals) (notes 1 and 4)	Networking multiplexer (notes 1, 2 and 3)
Multi-user computer, (including file servers) (notes 1 and 2)	Non-tactical Hand Held Radio (notes 1 and 4)
Monitors (including flat panel/plasma) (note 2)	PDA (including handheld PC) (note 2)

Server (including network/exchange/mail and software) (notes 1, 2 and 3)	Plotter (commercial quality for computer-aided design/computer-aided manufacturing (CAD/CAM), maps) (notes 1 and 2)
Multi-function device (including Digital Sender, Fax, Scanner) (notes 1 and 2)	Printer (including color, laser and B/W)(note 2)
Digital/Analog telephone system (note 1)	Plotter (note 2)
Fax (stand alone) (notes 1 and 2)	Software development (by contractor) (notes 1 and 4)
Global Positioning System (includes receiver/transmitter and base station)(note 1 and 3)	Software (excluding MS) for all OA applications (notes 1 and 2) (Requires a ASCP Software Waiver)
Memory Sticks (USB) (note 1)	Software, multi-user (database management or other) (notes 1 and 2) (Requires a ASCP Software Waiver)
WWW Homepage approval (the Office of the G6 approves technology resources to establish homepages)	Services not available or provided by SCIA (note 4)
Modem (external only) (notes 1, 2 and 3)	Other items determined by the CIO/G6 as restricted or sensitive
VTC suites (includes camera, monitor and/or projector) (note 1)	VTC (desktop and permanent facilities) (notes 1 and 2)
<b>NOTES:</b> 1. Restricted item. Requires Office of the USAREUR CIO/G6 approval. 2. Items must be acquired through the SCIA. If not available under current Army contracts the item can be authorized for local procurement by an ASG commander. 3. Requires coordination with 5th Signal Command through the Office of the USAREUR G6. 4. Items must be acquired through the supporting Regional Contracting Office.	

c. The organization/unit should request an IMAR only after Market Research has been performed based upon the generic specifications of the IT required. Once the IMAR is approved and the funding is certified a Request for Quote (RFQ) can be sent by either the organization/unit sending out the RFQ's or providing the SCIA the generic specifications for the required IT.

d. The SCIA only acquires IT items/equipment under approved Contracts and BPA's IAW DA Policy. If the SCIA cannot process a requirement/submission (i.e., items not available on an approved Contract/BPA, etc.) it will provide the organization/unit a statement authorizing purchase through the Regional Contracting Office (RCO) or via GPC. Note: If such a requirement/submission total Dollar value is over \$25,000, then the organization/unit must request and obtain a Hardware Waiver from the ASCP prior to the SCIA providing authorization to purchase through the RCO or via GPC.

e. After IMAR approval and the SCIA can not process the requirement/submission, the organization/unit may acquire the IT items through commercial sources with the appropriate SCIA authorization statement and ASCP Waiver when required

f. If SCIA can meet an IT request, the requesting organization/unit will ensure the



following:

(1) Complete the automated SCIA Customer-Order Document on the SCIA homepage at <https://www.iis.5sigcmd.army.mil/scia> or a DA Form 3953 for the IT items/equipment being requested. The requesting organization/unit must enter the organization UIC, IMAR approval number, and the recommended acquisition source.

(2) Send the request and the automated SCIA Customer-Order Document through the supporting PBO, and submit all quotes and solicitations (IAW procedures outlined on the SCIA Web Page) that were obtained with the order as supporting documentation (Note quotes cannot be over 30 days old when submitting order.)

(3) Fill out the customer-order document on the SCIA homepage.

g. Table 1 shows when IT services must be acquired through the supporting RCO. When acquiring IT services through contracting channels, the requesting organization/unit will complete DA Form 3953 according to USAREUR Regulation 715-2.

(1) In block 12 the customer must ensure to:

(a) Cite "CTA 50-909/AR 25-1" as the appropriate authorization.

(b) Enter the IMAR approval number.

(2) Enter the proposed source and the document number provided by the local supply support activity or PBO on the form.

h. If justified, Army in Europe ASG commanders are delegated authority to approve certain IT automation equipment request and obtain these items through their servicing RCO instead of using SCIA. Established contracting guidelines must be adhered to if IT items are procured in this manner. If ASG delegates approval to obtain items from the servicing RCO instead of using the SCIA, then they must obtain all quotes and follow established contracting and Army/ASCP guidelines.

(1) ASG subordinate units and tenant units connected to ASG systems or networks that want to procure IT automation equipment locally instead of through the SCIA will forward their requests, with justification, to the ASG commander or designated approval authority. (The ASG commander will specify the format for such requests.) The approval authority will forward the request to the SSB for technical evaluation and validation.

(2) Requesting organizations/units will ensure:

(a) All records of local procurements are kept and made available for audits or inspections.

(b) Provisions identified in this supplement are adhered to for property accountability, providing warranty and Tier III maintenance data, and processing excess automation equipment.

### **3-7h. ARMY IN EUROPE DELEGATION OF APPROVAL AUTHORITY**

a. Automation. Except for items in Table-1 that require Office of the USAREUR CIO/G6 approval, the approval of automation requirements will follow the guidance issued by the USAREUR G8 (AEAGF-PB) each year on the approval of OMA USAREUR-funded PR& C's and military interdepartmental purchase requests (DD Form 448).

(1) Commanders of USAREUR subordinate organizations and ASG's with the grade of colonel or higher are authorized to approve their AE requirements, including those requiring an IMAR, costing less than \$200,000 for each requirement. This authority may be delegated in writing to their deputy chief of staff for information management or ASG SSB, as appropriate, up to the limits specified by the Office of the USAREUR G8 for the commander's grade. These commanders or their delegated approval authorities will ensure:

(a) Authorization levels are established for automation equipment in the ISPPS database.

(b) Justification for requirements are sent to the Office of the USAREUR CIO/G6.

(c) The first general-officer commander in the requester's chain of command may approve requirements of \$200,000 and above.

### **3-7i. EXCESS IT EQUIPMENT REPORTING, DISPOSAL AND TURN-IN**

Information and requirements on Excess IT Equipment Reporting, Disposal and Turn-In can be found on the SCIA Web Page at: <https://www.iis.5sigcmd.army.mil/scia/sf120/sf-120disposal.htm>